

ADMINISTRATIVE - INTERNAL USE ONLY

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31 May 1978

NFAC NOTICE \_\_\_\_\_

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CAREER DEVELOPMENT PROGRAM FOR  
CLERICAL PERSONNEL

1. This notice establishes a career development program for clerical personnel at all grade levels, except senior secretaries GS-08 and above. Separate policy guidance regarding the career management of senior secretaries is contained in NFAC notice \_\_\_\_\_. This program is designed to aid the career progression of clerical employees by ensuring that those with potential for advancement are appropriately identified.

2. Clerical Subpanel. Each NFAC office-level Career Panel shall establish a subpanel consisting of at least three members. The chairman of the subpanel should be a voting member of the component's career panel and the other members representative of the component's clerical employees. The subpanel will be responsive to the head of the component Career Panel on all matters dealing with the career development of the component's clerical personnel. The subpanel is intended to be a forum for the discussion of career development matters of particular interest to clerical personnel, including such topics as training, working environment, assignments, and opportunities for career progression. The minutes of the subpanel will be submitted to and approved by the head of the Career Panel.

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3. Counseling. Component Career Development Officers and/or Personnel Officers or other appropriate managers will meet at least annually with each clerical employee in that component, on an individual basis, to discuss job satisfaction and career aspirations, and to ensure that the employee is being given the opportunity to take appropriate training.

4. Vacancy Notices. Vacancy notices will be issued for all full-time and part-time clerical vacancies, GS-06 and above, in accordance with NFAC Notice \_\_\_\_\_.

5. Comparative Evaluation. Component career panels will rank annually, with the exception of senior secretaries GS-08 and above, all clerical personnel, GS-07 and above, for promotion and potential. — how about 6 & below? At the discretion of the head of the component career panel separate rankings of clerical personnel may be made according to different categories of clerical duties. Criteria contained in the NFAC Personnel Handbook will be utilized for these evaluations.

6. The information regarding this career development program will be incorporated in the NFAC Personnel Handbook.

*10) starting below 7*